



## *GUEST REGISTRATION FORM*

Guest Name:	
Room:	
Check-in Date:	
Check-out Date:	
Address:	
E-mail Address:	
Company:	
Work Telephone:	
Work E-mail:	
Home Telephone:	
Cell-Phone:	
Nationality:	
RSA ID/Passport no:	
How did you hear about us?	
Method of Payment:	

Did you sign in at the security gate? **Y/N**                      Time:..... Car Reg No:.....

Self Catering? **Y/N** or  
 Packed Breakfast (R105 pp - provided in your room) **Y/N** or  
 English Breakfast (R120 pp – Breakfast time +/- 07H00 – 08H00 weekdays and 08H00 – 09H00 weekends) **Y/N**  
 Dinner (R210 pp provided at 18H30 in your room) **Y/N**  
 \*Dietary Requirements i.e **No pork/ No lamb / No Beef / Halaal / Vegetarian only / Other**

**If 'Other' please specify:**.....

Our units are serviced daily, except Sundays and Public Holidays. Rooms are available from 14H00 until 10H00

I will take full responsibility for all the actions of all persons in my party.

- I will ensure that none of the members of my party smoke in any rooms -should anyone in my party smoke in any rooms, I give the Kliprivier Guesthouse permission to charge one additional nights' accommodation for each room for the special cleaning of such rooms
- I understand that NO extra people are allowed on site OR in the units without checking them in
- To settle my account in full before departure, also for any items that should be broken, lost or unaccounted for during my stay
- Should the arriving party be smaller or larger than the original booking, I will settle the additional amounts, too
- Should I cancel my reservation, or any part thereof, then the cancellation policy will be applicable
- I will ask if needed regarding the safekeeping facilities on the property
- I will take note of the information file in each room for further information
- I, on behalf of all members of my party, hereby indemnify the Kliprivier Guesthouse and its owners, directors, employees, clients or visitors against any loss, theft, injuries, expenses or damages whatsoever
- Should any injury occur, the Kliprivier Guesthouse will not be held responsible for any medical expenses
- I undertake to return the keys or pay for the loss of them
- If I/we need to book out later than 10H00 on the departure day, I acknowledge and agree to pay the additional R100 per hour

**ARE YOU TRAVELLING FOR WORK? YES/NO**

**SIGNATURE**.....

**THANK YOU! ENJOY YOUR STAY!**